

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-7-089

| | | |
|--|--|-------------------------------|
| CLASSIFICATION TITLE Staff Services Manager III | OFFICE/BRANCH Financial/Contract Administration | LOCATION Sacramento |
| WORKING TITLE Supervising Contract Administrator | POSITION NUMBER 311-001-4802-XXX | EFFECTIVE 10/1/2016 |

GENERAL STATEMENT:

Under the general direction of the Director of Contract Administration, the incumbent plans and organizes the administrative component of the California High-Speed Rail Authority's (Authority) Rail Delivery Partner (RDP) contract management processes. Under the leadership of the Director of Contract Administration and in partnership with the Assistant Director of Contract Administration, the Staff Services Manager III is responsible for developing policies and procedures to oversee the RDP contract and to ensure cost-effective expenditures and of RDP contract resources and to ensure that contract deliverables are met. In addition, this position supports the Director of Contract Administration to ensure the Contract Administration Branch achieves Authority objectives. Lastly, this position provides training, guidance and advice to RDP staff regarding State administrative and personnel laws, rules and regulations, in partnership with the Authority's Administration Office.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

40% (E) Provides management and oversight to staff regarding RDP contract management issues and program concerns in order to ensure that all services are acquired in accordance with current laws, and policies and procedures. Provides management and consultation to program staff and vendors on a variety of contracting issues and takes a proactive approach in finding innovative solutions to resolve problems. Resolves contract performance issues by identifying the individual and systemic issues and develops creative alternatives to restore performance.

30% (E) Responsible for defining and working with Task Managers who manage work plan tasks, keep tasks on schedule, maintain the tasks work plan budget, and recommends approving payments. Anticipates likely deviations from RDP contract scope or schedule and maintains a program-wide perspective on RDP performance.

In partnership with the Assistant Director of Contract Administration, manages and monitors the RDP performance incentives regime, which includes selection of performance milestones and deliverables, sets qualitative evaluation criteria and trains tasks managers to apply consistent standards to evaluation. Holds regular meetings with the RDP to assess and improve performance measures.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, contact EEO Officer at (916) 324-1541 or email at Admin.Division@hsr.ca.gov or write to HSRA Forms Development and Management, at 770 L Street, Ste. 620 MS 4, Sacramento, CA, 95814.

- 20% (E) Develops a claims strategy for the RDP contract and evaluates all claims received. Works with the Director of Contract Administration and the Assistant Director of Contract Administration to resolve these issues efficiently and timely. Reports RDP progress against agreed upon tasks and milestones. Verifies RDP contract invoices to ensure that the invoiced work is correctly reported and that the work has been completed to an acceptable standard. Ensures that invoices are correctly paid. Acquires independent estimates of RDP-related costs for disputed invoices and facilitates periodic audits of invoices. Sets a process for the receipt, evaluation and implementation of change orders. Properly documents any changes to scope, schedule and budget.
- 10% (E) As an integrated organization, provides training, guidance and advice to RDP staff regarding State administrative and personnel laws, rules and regulations, in partnership with the Authority's Administration Office, while ensuring the intent of the RDP contract is maintained.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, practices and trends of public and business administration, including management and supportive staff services such as budgeting, personnel, management analysis, planning, program evaluation or related areas; principles and practices of employee supervision, development and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; government functions and organization at the State and local level; department's Equal Employment Opportunity program objectives; and a manager's role in the Equal Employment Opportunity program and the processes available to meet those objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS:

- Experience with developing, implementing and overseeing departmental policies and procedures.
- Comprehensive knowledge of contract administration, management, change management and dispute resolution.
- Knowledge of State administrative and personnel laws, rules and regulations.
- Knowledge of the Authority and the Authority's RDP contract.
- Good communication skills and working relationships with management, other offices, federal, state and local agencies and private sector consultants, subconsultants and suppliers and their associations.
- Experience at the managerial level with extensive knowledge of principles, practices and trends of federal, state and local government review processes, public administration, organization and management, including all applicable federal codes and regulations.
- Experience at the managerial level with demonstrated strong management, analytical and decision making skills and ability to work and communicate with diverse and multi-disciplinary staff, federal,

state and local officials and rail stakeholders about issues regarding planning major transportation projects.

- Experience at the managerial level with demonstrated exceptional written and oral communication skills.
- Ability to exercise political acumen to enable sound independent political judgments and to work effectively with diverse internal and external constituencies including the executive team and other top administrators.
- Experience with directing and motivating staff.

SUPERVISION EXERCISED OVER OTHERS:

Directly supervises employees who are in the Associate Governmental Program Analyst classification. Provides functional direction and guidance to Senior Transportation Engineers and KPMG consultant employees.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent is part of a team that is responsible for the overall policies, direction setting, and priority establishment for the development, management and administration of contract management and the RDP contract. The incumbent provides the guidance and strategy for preparing recommendations on contract management matters and decisions. Expert advice to top management is essential to avoid errors that could expose the Authority to criticism from the legislature and seriously restrict the efficient use of funding, and/or scheduling of projects and flexibility of the Authority.

WORK ENVIRONMENT:

While at their base of operation, employee will work in a climate-controlled office under artificial light. Employee may be required to sit for long periods of time using a keyboard and video display terminal. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information, contact EEO Officer at (916) 324-1541 or email at Admin.Division@hsr.ca.gov or write to HSRA Forms Development and Management, at 770 L Street, Ste. 620 MS 4, Sacramento, CA, 95814.

Name of Supervisor _____

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|